

Court Security Officer Certification Training
Arizona Supreme Court
Administrative Office of the Courts
Education Services Division

Policy: Instructor Policy

Date Adopted: January 1st, 2020

- I. Purpose:** Establish uniform guidelines for the application, certification, suspension and reinstatement of Court Security Officer (CSO) training instructors who provide instruction at Arizona CSO training programs including the Court Security Officer Academy (CSOA) and Court Security Officer Firearms Academy (CSOFA).

II. Definitions:

“Director” means the Director of the Education Services Division of the Arizona Supreme Court Administrative Office of the Courts (AOC).

III. Instructor Designations

- A. Basic Instructor: As determined by the Director or their designee, qualified to deliver specific sessions as part of either the CSOA or CSOFA while under the direct supervision of a Lead Instructor or Chief Instructor. Must fulfill all annual COJET requirements and deliver at least one session of documented CSO instruction each calendar year; and maintain good standing with their respective court to maintain Basic Instructor status.
- B. Lead Instructor: As determined by the Director or their designee, qualified to deliver any block of instruction as part of either the CSOA or CSOFA. May or may not be under the direct supervision of the Chief Instructor. Must meet all annual COJET requirements and deliver at least 12 hours of documented CSO instruction each calendar year; and maintain good standing with their respective agency to maintain Lead Instructor status.
- C. Chief Instructor: As determined by the Director or their designee, qualified to deliver any block of CSO training instruction, including CSO certification programs. Also charged with supervision, mentoring and continuing education of assigned CSO Instructor cadre; as well as program maintenance and logistical support. Must meet all annual COJET requirements and deliver a minimum of 24 hours of documented CSO instruction each calendar year; and maintain good standing with their respective agency to maintain Chief Instructor status.

II. Application and Qualifications

- A. CSO Instructor applications shall include:
 - i. Applicants full name, government-issued email address and physical mailing address.
 - ii. Years of security, law enforcement, military or other like experience.
 - iii. Current instructor credentials (i.e. FSD, ITC, NRA, AZ Post, TASER).
 - iv. Physical limitations or special accommodations, if any.
 - v. Signature of Court Administrator and/or Presiding Judge confirming CSO status and indicating a recommendation for the officer to become an instructor.
 - vi. Other information as deemed necessary for program administration.
 - vii. Required applicant disclosure of any prior Instructor suspensions, revocations, or other disciplinary action(s).
- B. All applicants must be Court Security Officers who have successfully completed the CSOA (armed officers must have also successfully completed the CSOFA) prior to submitting an application.
- C. Applications shall be accepted by the Director upon the review and recommendation of a Chief Instructor.

III. Certification Process.

- A. Upon acceptance of an application, the Director, a Chief Instructor or a Lead Instructor shall evaluate the instructor candidate by observing a block of instruction to an audience of no less than 10 participants for no less than 2 cumulative hours. While instruction should generally be content and curriculum from the current CSOA or CSOFA programs, the evaluator may also at their discretion observe instruction that generally parallels the type of lecture and practicum used during CSO programs.
- B. The Director or Chief Instructor may:
 - i. Approve the application based on the applicant's credentials and observed instructional performance; granting either Basic or Lead Instructor status.
 - ii. Consider the application upon additional observation of the candidate at a mutually agreeable time and place within 90 days of the initial evaluation.

- iii. Deny the application and, should the applicant choose to remain in consideration, provide performance feedback along with an opportunity to be evaluated again no later than one year after the initial evaluation.
- iv. Deny the application based on the applicant's credentials or observed instructional performance.

IV. Suspension and Revocation of CSO Instructor Certification

- A. The Director or Chief Instructor may suspend an individual's CSO instructor certification under any of the following conditions:
 - i. Instructor failed to meet annual training requirements.
 - ii. Instructor is subject of disciplinary action(s) with their local court.
 - iii. Instructor is deemed to require remediation due to performance issues.
 - iv. Failure to follow specified CSO curriculum.
 - v. Demonstrated an inability or refusal to professionally remediate students.
 - vi. A pattern of negative instructor evaluations from participants or Chief Instructor
 - vii. An officer is no longer authorized to be armed.
 - viii. Any other reason as deemed necessary by the Director.
- B. The Director may revoke an individual's CSO instructor certification under any of the following conditions (usually upon the recommendation of a Chief Instructor):
 - i. Instructor's employment is terminated with their local court
 - ii. Instructor is charged with criminal activity on or off duty
 - iii. Instructor is determined to have ignored, permitted, or assisted with student cheating on any written or practical examination.
 - iv. Failure to follow specified CSO curriculum
 - v. Demonstrated inability or refusal to professionally remediate participants
 - vi. A pattern of negative instructor evaluations from participants or Chief Instructor
 - vii. Any other reason as deemed necessary by the Director

V. Reinstatement of CSO Instructor Certification

- A. An individual whose CSO instructor certification has been suspended may submit a written request for reinstatement to the Director, documenting a remedy to the condition(s) upon which the suspension was based.

- B. An individual whose instructor certification has been revoked may submit a written request for reinstatement to the Director.
- C. Individuals whose CSO instructor certification has been suspended or revoked for more than one year must submit a CSO instructor application and begin the CSO instructor certification process anew.

VI. Subject Matter Expert (SME) Instructor Status: Non-CSO SMEs selected by the Director or Chief Instructor to provide specific instruction in their areas of expertise are exempt from this instructor policy.